Project Modification Requests

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ICJI Egrants Creating a Project Modification Request Quick Start Guide

This Quick Start Guide may be used when one or more of the following circumstances arise, requiring you to create a Project Modification Request within Egrants:

- A change(s) between budget categories: Changes that exceed 10% of total project cost. (Total project cost is the sum of the ICJI, project income and applicant's match funds.)

- A change(s) to purchase additional items or other items that were not included in the approved project budget. For subgrants over $30,000, such changes which exceed $1,500, and for subgrants under $30,000, such changes which exceed $300.

- A change(s) to the personnel positions listed in the approved project budget including major salary reductions and increases.

- A change which affects the project's objectives or scope (e.g. a change in the target population and/or services to be provided). Minor changes in a project are to be reported on the Quarterly Progress Report.

- A change in dates of the project's duration. There will be no extension of duration for RASA funds.

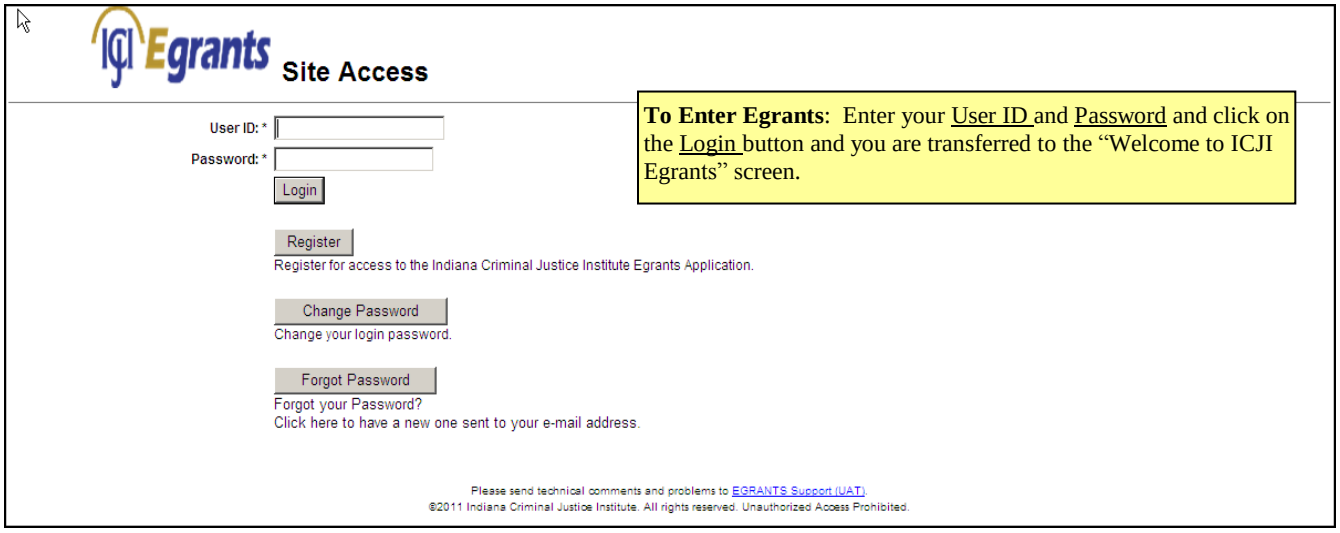
ICJI must receive your original signed modification request at least 30 days prior to the end of your grant to ensure ICJI's consideration of the request. In the last 30 days of the project period, exceptional requests for modification may be considered, but only if a detailed justification for the late request accompanies the request and ICJI finds the justification merits its consideration. No modification requests will be considered or approved if they are received by ICJI after the end of your grant.

Please note: Once the modification is approved, it becomes the current document. You can still view the original application/continuation in Egrants, but the modification contains the current information, once approved.

1. Access the **ICJI Egrants website** by going to **www.in.gov/cji/**

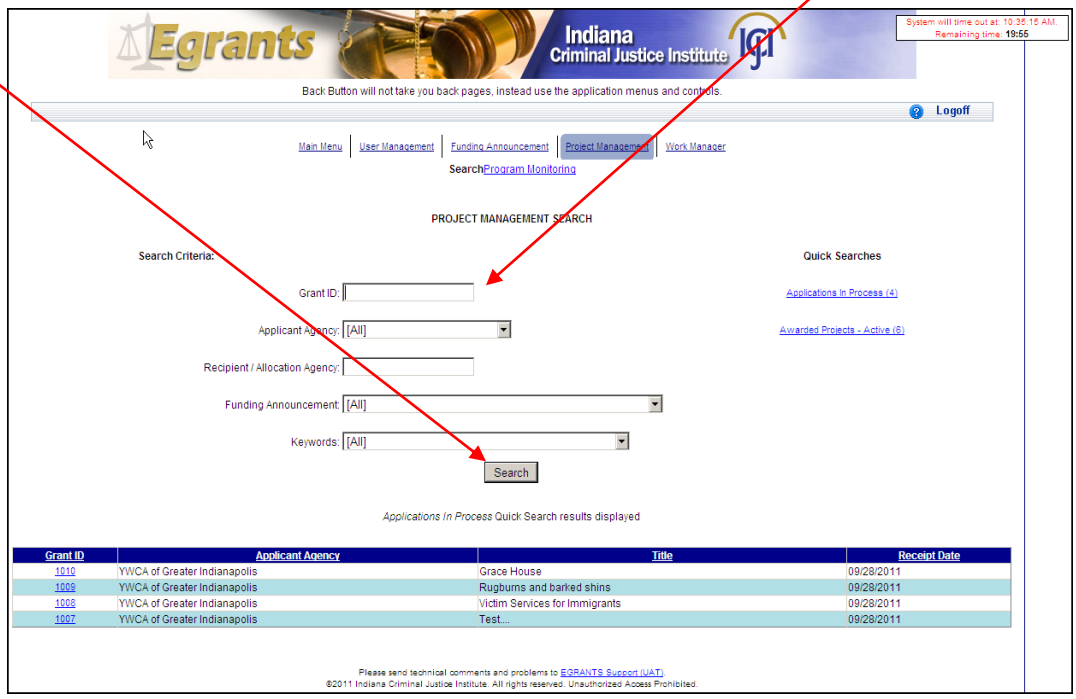
2. If the page you go to does not look exactly like this, <u>you are not at the right spot</u>. If you need assistance, please call ICJI Egrants Support at (317) 234-HELP or toll-free at (800) 382-1095. Click on this link.

3. You are transferred to the "Site Access" screen. To enter Egrants enter your <u>User ID</u> and <u>Password</u> and click on the <u>Login</u> button and you are transferred to the "Egrants Main Menu " screen.

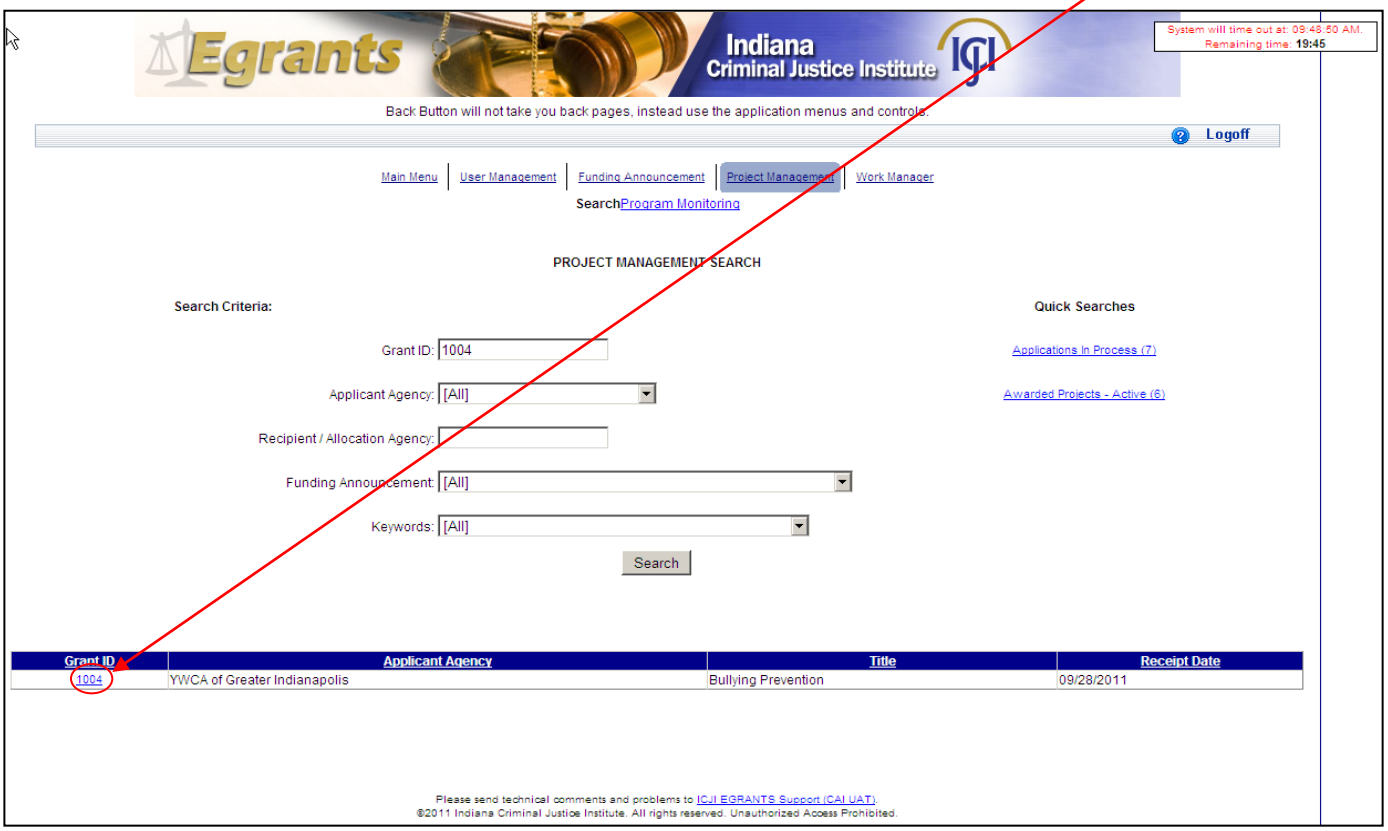


You are transferred to a "Welcome to ICJI Egrants" screen with tabs across the top. Click on the Project Management tab or the first Quick Link in the body of the screen.

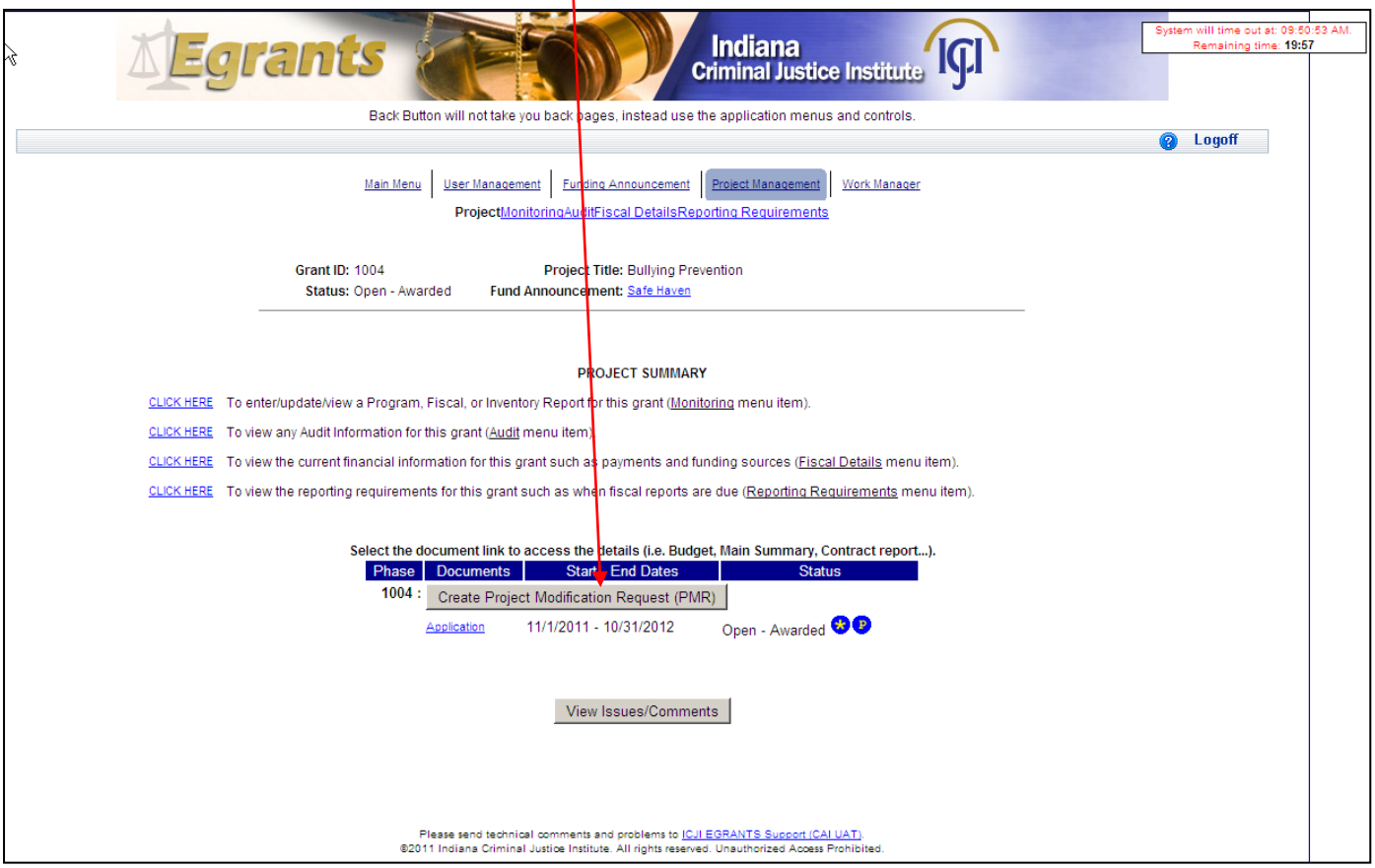
You are transferred to the "Project Management Search" screen. Enter the Grant ID number and click on the Search button.



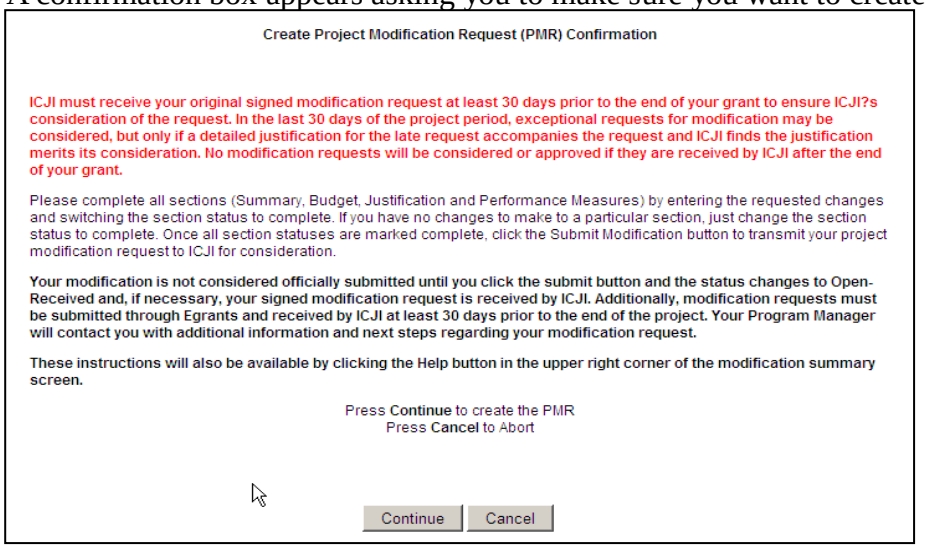
The grant is displayed in the grid at the bottom of the screen. Click on the hyperlink.



You are transferred to the Main Summary screen. To create a Project Modification Request, click on the Create Project Modification Request (PMR) button.



A confirmation box appears asking you to make sure you want to create a Project Modification.



When you choose "Continue" on the above confirmation, you are transferred to the "Modification Summary" screen.

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to ICJI for consideration.

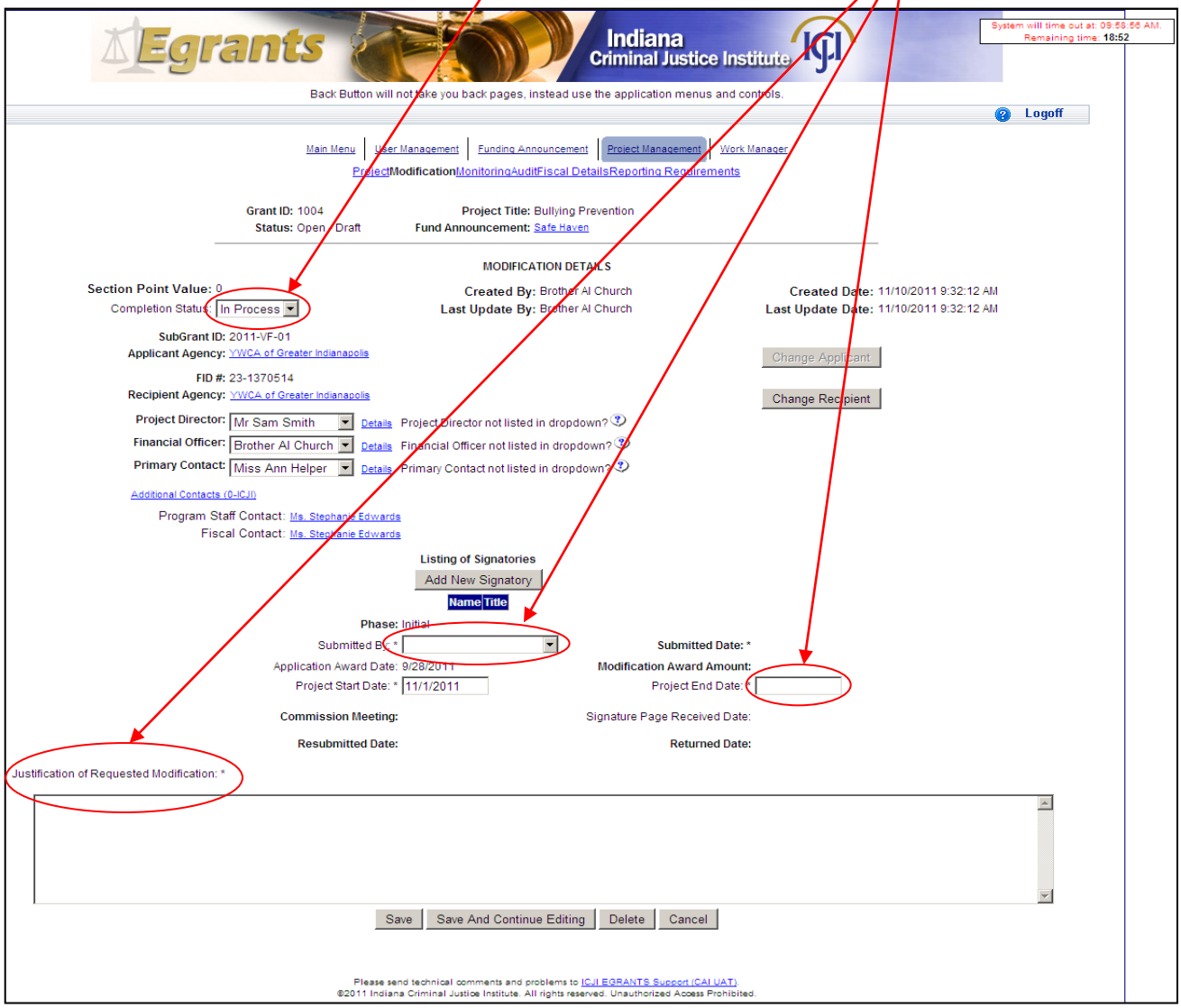
Section Name	Status	Point Value	Last Update
Budget Detail	In Process	5	11/10/2011 9:32:12 AM
Main Summary Information	In Process	0	11/10/2011 9:32:12 AM
Performance Indicators	In Process	95	11/10/2011 9:32:12 AM

View Contract | Preview Signature Page | Submit Modification | Withdraw Modification | View Issues/Comments | Cancel

Select each section listed and update any information as required for your PMR.

Please note: For the Main Summary Information Section, you must have the Program Creator role.

Example of the Main Summary Information section: update required fields and make any corrections. Set the section's Completion Status to "Complete" when changes are finished.



When entering Egrants after creating a Project Modification Request, you will note the grid at the bottom of the "Project Summary" screen now includes a hyperlink to the Modification as well as the original application. As we mentioned at the beginning of this Quick Start Guide, the Modification becomes the current document, once approved (Status shows as Open-Awarded).

When you click in the Modification link, you are transferred to the "Modification Summary" screen. Click on the hyperlink of the section that requires changes.

You will be transferred to the section that needs modified. Make the necessary changes, change the Completion Status to "Complete" and click on the Save button at the bottom of the screen.

You will be transferred to the "Modification Summary" screen. When finished making Modifications to the various sections, click on the Preview Signature Page button, print out the "Project Modification Request" form for signature and forward by U.S. Mail to ICJI.

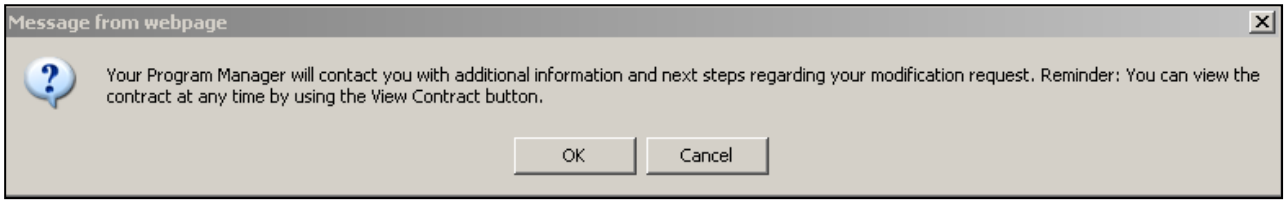
For **ALL** modification requests, the Project Director and Financial Officer must sign page one. Page two may or may not be required as discussed below:

Signatures are required on page two of the request in the following situations:

1. A requested modification to the project period
2. A requested modification to the total award amount
3. A requested change of the project's scope or objective

And finally, click on the Submit Modification button at the bottom of the page to submit the modification to ICJI. (Note: All section statuses must be set to "Complete". (Also, please note the requirement for a response to Faith Based Organization Question on the next page.)

You will receive a pop-up reminder to print out the Signature page and mail it to ICJI. Click on OK to close the box.



Faith Based Organization Question

Note: ICJI now asks every Applicant, Recipient and Allocation Agency to provide information for reporting purposes only regarding Faith Based Agencies. If you as Applicant, Recipient, or Allocation Agency have not previously supplied responded either "Yes" or "No" to the question displayed on the Confirmation Screen below, you will be required to select one of the three values before submitting your Project Modification Request.

Confirmation Screen

Egrants
Indiana
Criminal Justice Institute
System will time out at: 10:46:58 AM.
Remaining time: 19:15
Back Button will not take you back pages, instead use the application menus and controls.
Logoff
User Management | Funding Announcement | Project Management | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu
Agencies Individuals Groups Extracts
AGENCY DETAILS
Process As Duplicate | View History | Save | Delete | Cancel
Agency Name: * XYZ
Eligible to Apply for Grants:
Federal ID Number: 123456789
Preferred Contact Method: Work
Agency Type: Educational (Not SSHE)
DUNS Number: 123456789
Faith Based Agency: * Yes
JURIS Number:
ORI Number:
Funding Agency:
Email Address: dcc@mail.com
Fiscal Year Ending (last day of): December
Agency Cleared?
US Congressional District: IN02 (Ex: PA02)
Unknown
I Choose Not to Answer
Yes
No
Last Update By: Mr. David Gin
Last Update Date: 10/12/2011 9:31:31 AM
Status: Active